

## SPECIAL MEETING MINUTES

### SENIOR AND DISABLED CENTER ROOF REPLACEMENT PROJECT BUILDING COMMITTEE

May 23, 2013

Town Hall Conference Room L100

- I. Call to Order – The meeting was called to order at 7:05 PM.
- II. Roll Call - Members present: Clarke Castelle, Myra Cohen, Dave Nagel and Karen Brecher. Others present: Bob Korpak, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Approval of Prior Meeting Minutes – Mrs. Cohen made a motion that the minutes of the April 17, 2013 meeting be approved as presented. A second to the motion was made by Mr. Nagel. The motion passed unanimously.
- V. Selection of Architect firms to be interviewed – Eight firms responded to the Town's RFP No. 10, 2012-13, for architectural services. Seven of the eight were determined by staff to be qualified, and their qualification statements were distributed to the Committee in advance of the meeting. Mr. Baron recused himself from determining if J Associates Architects were qualified and from discussion regarding J Associates Architects, because of a conflict of interest. The flat roof replacement aspect of the project should be relatively straight forward. The design of the roof extension or canopy is expected to be more challenging. The Committee was encouraged to consider the structural engineer proposed in each qualification statement, the structural engineer's qualifications and the extent of their previous relationship with the architect. The Committee reviewed and discussed the qualifications of all seven firms. The Committee agreed by consensus to interview four firms: J Associates Architects of Newington, Kaestle Boos Associates of New Britain; Oak Park Architects of West Hartford; and Silver/Petrucelli and Associates of Hamden.
- VI. Interview Process – Interviews will be scheduled for Tuesday, June 4<sup>th</sup>. The meeting that evening will start at 5:00 PM. The agenda will allow the Committee time to discuss the questions to be presented to each firm and any other procedural matters. Mr. Baron will prepare questions in advance and encourage all firms that are interviewing to visit the job location, particularly the area where the canopy will be installed. Firms will also be asked to stress their experience with canopies and roof extensions in their presentation. Each firm will be given five to ten minutes for a brief presentation, followed by

fifteen to twenty minutes for questions from the Committee and responses. Interviews will be scheduled half an hour apart. Firms will be asked to provide their fee proposals the day before the interview so they can be distributed to all members by e-mail in advance.

VII. Any Other Business Pertinent to the Committee – None.

VIII. Public Participation – None.

IX. Response to Public Participation – None.

X. Adjournment – the meeting adjourned at 8:20 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services